Bank Street WRITER™

The Home Word Processor
For the Apple II

Broderbund Software™

Bank Street WRITER™

Apple II/II+/IIe Version
Requires at least 48K memory with Applesoft

The first truly home-oriented word processing system. So simple to use, so versatile, the whole family will find any writing task easier, faster, and more fun.

The BANK STREET WRITER is loaded with powerful features you would expect to find only in a far more expensive word processing system. It's everything you're ever likely to need in a word processor at a price you can afford.

POWERFUL WORD PROCESSING FEATURES:

* Automatic word wrap
* Add, move, insert and erase blocks of text
* Universal search and replace
* Automatic centering and indent
* Disk storage and retrieve functions with password protection
* Document chaining allows documents of unlimited length
* Page headers and automatic page numbering – top or bottom
* Highlighting of text
* Many, many more features . . .

EASY TO LEARN, SIMPLE TO USE:

* No complex command codes to memorize. Prompts guide every step of the way.
* Developed and extensively tested by Bank Street College of Education and Intentional Educations. Student approved.
* Interactive tutorial program on disk.
* Comprehensive reference manual included.

AN INCREDIBLE VALUE:

* Disk includes Tutorial and Utility programs.
* Back up disk included free with package.
* No need for additional hardware. Upper/lower case without hardware modifications.

The BANK STREET WRITER. A ground-breaking, sensible combination of word processing power, thoughtful design, and exceptional value.

Brøderbund Software™

1938 Fourth Street, San Rafael, California 94901, Telephone (415) 456-6424

© 1982 by Brøderbund Software, Inc. Apple II is a registered trademark of Apple Computer, Inc.

Bank Street WRITER™

The Home Word Processor
For the Apple II

Broderbund Software™

TABLE OF CONTENTS

INTRODUCTION 4

I. GETTING STARTED 5

II. BASIC STRUCTURE OF THE BANK STREET WRITER: Modes of Operation 7

III. WRITE MODE 9

IV. EDIT MODE 13

V. TRANSFER OPERATIONS 19

VI. PRINTING A DOCUMENT 24

VII. UTILITY PROGRAM 27

VIII. APPLE IIe INSTRUCTIONS 31

INDEX/GLOSSARY 32

INTRODUCTION

This manual introduces you to the BANK STREET WRITER and its features. As you read, it is a good idea to sit at your computer. Then you can put into operation what you read about in the manual.

Do not be afraid to press various keys on your computer. Even though unfamiliar items appear on your screen, you can't hurt your system. And if you feel frustrated or confused, you can always turn off your computer and start over.

The more experience you have with the BANK STREET WRITER, the more at ease you will be with it; the more you use it, the more uses you will find for it. For instance, here are some of the useful things you can do:

a) You can write anything that you would normally use a typewriter for. The WRITER is faster than a typewriter and the results are always neat with no gaps, erasures, or inserts due to errors.

b) Write letters, especially if you intend to send similar letters to several people.

c) Write and easily revise stories, articles, or reports.

d) Write error free reports for office or school.

The BANK STREET WRITER is very easy to use. If you have never used a computer before, this manual will tell you all you need to know to use the WRITER. If you have some experience with a computer and with another word processor, you probably will be able to start using the BANK STREET WRITER without reading this manual, since all commands appear on the screen. This booklet can serve then as a reference manual. (See INDEX/GLOSSARY at the end.)

If you are using an Apple IIe computer rather than an Apple II or II Plus, you will also want to look at the additional APPLE IIe INSTRUCTIONS in Section VIII. It is recommended that you do this now, before reading on.

I. GETTING STARTED

You have two copies of the BANK STREET WRITER. One should be put away in a safe place as a backup in case your other disk is ever damaged. If a disk ever fails, use your backup and return the defective disk to the place of purchase or Brøderbund Software, Inc. for a free replacement.

a) STARTING UP THE WRITER

Insert the BANK STREET WRITER disk into the disk drive. Be sure to hold the disk at its label with the label facing up. Do not touch the exposed black surface on the disk. Close the disk drive door.

Turn on your monitor or TV. Turn on the computer. The red light on the disk drive will come on. At this point, the BANK STREET WRITER is loading the program from the disk to the computer. The red light remains on during the loading process. When it goes off, the WRITER is ready to use. (NEVER TAMPER WITH THE DISK IN ANY WAY WHILE THIS RED LIGHT IS ON. If you try to insert, remove, or adjust a disk while the red light is on, you may destroy the contents of that disk.)

b) THE UTILITY PROGRAM

If you press the **ESC** (Escape) key while the loading operation is occurring (i.e.,while the red light is on), the computer will load and run the UTILITY PROGRAM instead of the WRITER. (See Section VII of this manual for details.)

c) WHAT TO DO IF THE WRITER WON'T START

i) Turn off the computer. Remove the BANK STREET WRITER disk from the disk drive. Reread Paragraph Ia, STARTING UP THE WRITER, following the instructions step by step.

ii) If the WRITER won't start ("boot"), your disk drive may need adjusting. Try loading a disk other than the BANK STREET WRITER disk using your drive. If the system does not work, then take your drive to an authorized repair center for adjustment. If another disk loads but the BANK STREET WRITER disk won't, return the BANK STREET WRITER disk to the place of purchase or Brøderbund Software, Inc. for a free replacement.

d) LOADING A FILE DISK

After you load the computer, replace the BANK STREET WRITER disk with a floppy disk of your own so you can save what you have written. (See Section Va about how to prepare your storage disk for use. If you have two disk drives and wish to use drive 2 for your storage disk, read Section VII.)

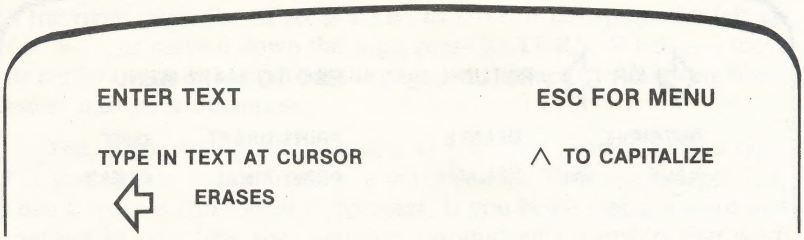
e) USING THE TUTORIAL PROGRAM

To assist you in learning how to use the BANK STREET WRITER, a tutorial program has been included. To use this program, insert the BANK STREET WRITER disk into the disk drive with the label facing down, turn on the computer, and wait for the red light to go off. Directions for the use of the tutorial will automatically appear on the screen.

If you have an Apple IIe, or an Apple II + with a language card or 16K RAM card, the BANK STREET WRITER will make use of the extra memory space for text, thus allowing the creation and editing of longer documents.

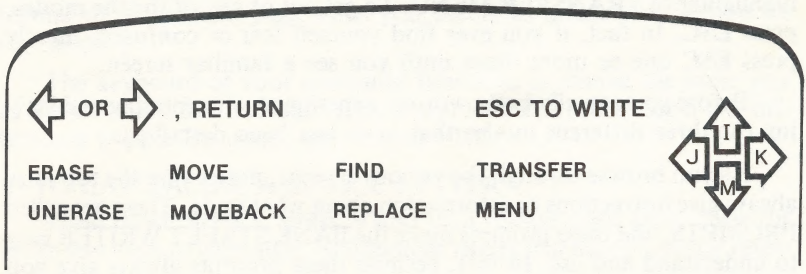
II. BASIC STRUCTURE OF THE BANK STREET WRITER: MODES OF OPERATION

When the red light goes off, the screen looks like this: (Note: The following screens will look slightly different on the Apple IIe.)



You are now in WRITE MODE, used for composing a document.

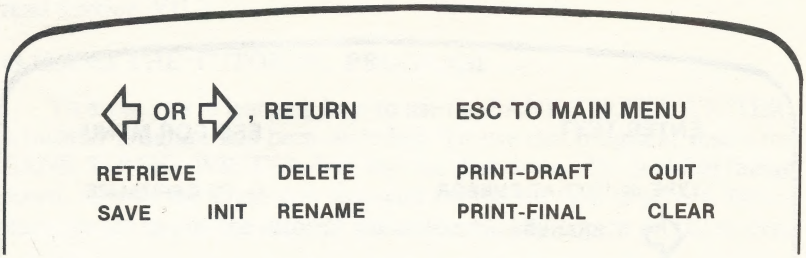
In addition to WRITE MODE, there are two other modes: EDIT MODE and TRANSFER MODE. To get into EDIT MODE, press the **ESC** (Escape) key. When you enter EDIT mode, your screen looks like this:



In EDIT MODE you can make changes in your document. You can move, erase, or add words, phrases or sentences. The specific options open to you in EDIT MODE are described later.

The third mode is one in which you can perform several maintenance functions on your document. You can save what you have written (called a document) on a disk, print that document, rename it or delete the whole document. To enter the TRANSFER MODE from EDIT MODE,

press the right arrow key → repeatedly or the left arrow key ← once until the words TRANSFER MENU are highlighted. (On the Apple IIe use the open and solid apple keys.) Then press **RETURN.** Your screen now shows the various maintenance operations and allows you to select one of these operations:



These operations are described in detail later. To move from TRANSFER MODE back into EDIT MODE, press **ESC**; to move from EDIT MODE back into WRITE MODE, press **ESC** again.

SUMMARY: No matter where you are, you can always get into EDIT or WRITE MODE by pressing **ESC.** But the only way to enter TRANSFER MODE is first to enter EDIT MODE and then move the highlighter to TRANSFER MENU. To get out of any of the the modes, press **ESC.** In fact, if you ever find yourself lost or confused, merely press **ESC** one or more times until you see a familiar screen.

Before you actually begin writing, experiment with entering and leaving the three different modes that have just been described.

As you browse through the various screens, notice that the top lines always give instructions or information about what to do. These are called PROMPTS, and these prompts make the BANK STREET WRITER easy to understand and use. In fact, because these prompts always give you the available commands, there is nothing to memorize before you can use the BANK STREET WRITER.

III. WRITE MODE

Use the WRITE MODE whenever you are composing a document. To make alterations in a document as you compose it, press **ESC** to get into the EDIT MODE.

The blinking line in WRITE MODE is called a CURSOR; it tells you the location of the next character to be typed. To move the cursor to the right, press the **SPACE BAR**; to move it left, press the left arrow ← ; to move it down the page, press **RETURN**. When you move the cursor to the right or down the page, you are actually inserting blank spaces into your document.

The cursor moves automatically as you type. Notice, as you type, that your screen accommodates a maximum of 38 characters per line; a blank space is considered a character. If you begin typing a word that does not fit on a line, the computer automatically transfers that word to the next line. Therefore, DO NOT HYPHENATE A WORD WHEN YOU GET TO THE END OF A LINE ON YOUR SCREEN. Similarly, do not press **RETURN** when you get to the end of a line. Press **RETURN** only when you specifically want the rest of the line to be blank, such as at the end of a paragraph or to line up a column of figures.

Your final printed document will probably need to be longer than 38 characters per line. Don't worry about that now. You can adjust the format of the printed page when you decide to print. (See Section VI for details.)

The keyboard of your computer functions in almost the same way as the keyboard of a standard typewriter. However, there are a few differences (Apple IIe users, see Section VIII):

a) TO CAPITALIZE A SINGLE LETTER

Hold down **SHIFT**, press **N** and then release both keys. Type the letter you wish to capitalize. Subsequent letters will automatically revert to lower case.

b) TO LOCK YOUR TEXT INTO UPPERCASE (CAPITAL) LETTERS

Hold down **SHIFT** and press **N** twice. When you release, all the letters you type will be capitals. TO MOVE BACK INTO LOWERCASE (small) letters, press **SHIFT** and **N**, then release and continue typing.

The WRITER will work with Apples that have been modified to allow direct upper and lowercase entry. If you have modified your keyboard with a shift-key modification or lowercase adapter, the program will recognize these and allow direct entry of uppercase with the SHIFT key.

(See Section VII for details on how to tell the WRITER to do this.) Once you have installed such a modification and told the WRITER that you have done so by answering the appropriate questions in the UTILITY PROGRAM, the WRITER will no longer recognize the **SHIFT-N** method of capitalization. If you are using a lowercase / shift-key adapter that must be turned on before use (such as those that require you to press **SHIFT** and **RESET**), remember to do so when you start using the WRITER.

c) TO DELETE CHARACTERS YOU HAVE JUST TYPED

If you press the left arrow key ← , you delete one character at a time to the left. Therefore, if you want to make a change in something you have just typed, you can change or correct by pressing the ← key. Remember, however, that you delete all the characters touched by the cursor as it moves left. If you notice a mistake or see a change you want to make and do not want to delete intervening characters, press **ESC** and enter EDIT MODE. This will allow you to make corrections without losing any of your document.

d) TO MOVE THE CURSOR DOWN

If you want to move the cursor down when you are in WRITE MODE, press **RETURN** once for each line that you want to lower the cursor. If you move the cursor down too far and want to move it back up, press the left arrow ← once for every line you want to raise the cursor. When you get to the bottom of the screen, your text automatically moves up nine spaces and the cursor shows in the middle of the screen. When this happens, continue typing. The last lines of text always remain on the screen.

e) TO ACCESS ALL OF THE SYMBOLS ON YOUR KEYBOARD

Several of the keys on your keyboard have two symbols, such as keys with the + ? = ( ) ". To type these second symbols press **SHIFT** and the desired key.

f) TO USE THE REPEAT KEY

When you press the **REPT** (Repeat) key together with any other key, that second key will keep on repeating until you release the keys. On the Apple IIe, all keys repeat just by holding them down.

g) TO INDENT ENTIRE PARAGRAPHS

When starting a new paragraph, you can hold down the **CTRL** (Control) key and press **I** to indent the cursor 8 spaces to the right. You can do this up to four times, getting indentations of 8, 16, 24, or 32 spaces.

This feature is similar to the left margin locking device on a standard typewriter. These indentations remain in effect until you press **RETURN**. To save space on the screen, only the first line of indentation actually appears, but all subsequent lines are indented when you print your document.

This feature is used when you want to indent an entire block of text, not just a few spaces at the start of a new paragraph. To indent spaces at the start of a new paragraph, use the **SPACEBAR,** not **CTRL-I.**

h) TO CENTER TEXT

When, at the beginning of a new paragraph, you hold the **CTRL** key and press **C** (Center), whatever text you type before pressing **RETURN** is centered on the line. This feature is useful, for instance, for titles of documents. The actual centering appears only on the printed document, not on the screen.

IMPORTANT: As you type your document, you should SAVE it periodically. For instance, if while you were typing there were a sudden power failure, you would lose everything you had typed. If, however, you had been saving periodically, you would lose only the material that you had typed since the last SAVE. Similarly, you may wish to leave the computer and turn it off before your document is completed. If you turn the computer off, you will immediately lose everything that you have typed. But if you SAVE, you can secure everything that you have typed and turn the machine off without worrying about losing any of your text. It is actually a good idea to SAVE every 20 minutes or so. (See Section Va for details on saving.)

Once you have saved your document, you can shut off the computer without any risk. You can continue to work on that document by going to the TRANSFER MODE and accessing the function called RETRIEVE. This summons the document back to the screen, and you can continue typing or editing or whatever other operation you wish. (See Section Vb for details on retrieving a document.)

TO FIND OUT HOW MUCH SPACE IS AVAILABLE

The BANK STREET WRITER will accept approximately 1300 words in a document on a 48K computer—3200 words when used on an Apple with 64K RAM (a standard IIe, or a II+ with a 16K RAM card). When you approach the maximum capacity, a prompt alerts you to how many words remain. If your document is going to exceed the

maximum length, merely SAVE what you have entered before you reach the maximum; then use the CLEAR operation on the TRANSFER MENU and continue typing. This creates a new file to accommodate what remains from the first document; SAVE this new document and then you can print the first file followed by the second.

You can find out how much space you have left at any time by pressing **CONTROL S** (S = Space or Storage).

IV. EDIT MODE

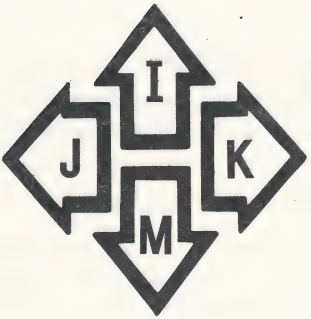
EDIT MODE is the mode to use when you want to make alterations in your document – for example, when you want to add material, replace material, make corrections, delete material, and move material from one place in the text to another.

a) MOVING THE CURSOR: CURSOR CONTROL KEYS

When you are in EDIT MODE, most of the keys on the computer are inoperative. Eight keys have a special function: to direct the cursor to various places in the text. For this reason, these eight keys in EDIT MODE are called CURSOR CONTROL keys:

I (↑ on IIe)	= The cursor moves up 1 line.
J (← on IIe)	= The cursor moves 1 space to the left.
K (→ on IIe)	= The cursor moves 1 space to the right.
M (↓ on IIe)	= The cursor moves 1 line down.
B (for Beginning)	= The cursor moves to the beginning of the document.
E (for End)	= The cursor moves to the end of the document.
U (for Up)	= The cursor moves up 12 lines.
D (for Down)	= The cursor moves down 12 lines.

The first four letters form a diamond shape on your keyboard. **I** points upward in that diamond, **M** points downward, **K** points to the right, and **J** to the left. Pressing any one of these keys moves the cursor one unit in the direction of that key. On an Apple IIe you use the up, down, left, and right arrow keys to move the cursor.



These four cursor controls are illustrated by this emblem. When the emblem appears at the top right hand corner of the screen, cursor control keys are active. It is designed to help you remember which of the four keys moves the cursor one unit in any particular direction and when the keys may be used. The final four cursor control keys: **B, E, U** and **D,** can also be used when the four-arrow emblem is on. Remember that these eight cursor control movements can be used only in EDIT MODE. They cannot be used in WRITE MODE.

If you are using a machine with 64K RAM and editing a very long document that makes use of the extra memory space, some editing functions may be slower than usual (i.e., it may take the WRITER a couple of seconds to move from one end of the text to the other). This is normal. To speed editing functions, you may want to break up long files into shorter ones and recombine them later for printing. (See section V for SAVE and RETRIEVE and Section VI, PRINTING A DOCUMENT.)

b) ADDITIONS/INSERTIONS

Suppose you are typing in WRITE MODE and think of a sentence or an idea that you would like to include in the text you have already written. To make additions, press **ESC** to get into EDIT MODE; then use appropriate cursor control keys to get the cursor to the spot where you want to make your insert. Then press **ESC** to get back into WRITE MODE. Now type in what you want to insert. As you type in the new material, the original text to the right of the cursor automatically is pushed aside by the new text. The original text, however, is not deleted.

c) CORRECTIONS

To correct a typed error, follow the same process as in making an addition: press **ESC** to get into EDIT MODE; then again use the appropriate cursor control keys to get the cursor to the exact point for correction. Then press **ESC** to get back into WRITE MODE. Now type in

the necessary correction or corrections. Again, the text to the right of the cursor is pushed ahead. After you have typed in your corrections, delete whatever you wish of that old text by pressing the right arrow → key to delete text to the right of the cursor or press the left arrow ← key to delete to the left of the cursor.

d) OPTIONS IN EDIT MODE

Once you enter EDIT MODE, there are three things you can do:

i) You can press **ESC** to get back into WRITE MODE.

ii) You can press any of the eight cursor control keys mentioned above (Section IVa) to move the cursor to a specific location in your document.

iii) You can select any of the seven operations listed at the top of the screen: ERASE, UNERASE, MOVE, MOVEBACK, FIND, REPLACE, and TRANSFER MENU. When you press **ESC** in the WRITE MODE the first operation is already highlighted. To select a different operation, use the right → or the left ← arrow to move the highlighter horizontally; use the **SPACEBAR** to move the highlighter vertically. (On the Apple IIe you will use the open and solid apple keys.) Once you decide which operation you wish to use and after you have that operation highlighted. press **RETURN.** This activates the operation, and the computer then gives you a series of instructions at the top of the screen. If you decide that you do not want to perform that operation, press **ESC** and go back to the EDIT menu.

e) ERASE AND UNERASE

To erase a block of text, make sure that ERASE is highlighted on the EDIT menu and press **RETURN.** Position the cursor at the beginning of the block of text to be erased. Use any of the cursor control keys (see Section IVa above) to move the cursor so that it is on the first character of the block of text you want to erase. Once your cursor is positioned, press **RETURN** and position the cursor one space beyond the end of the section of the text to be erased. If your deletion is going to include the end of a paragraph, move the cursor one additional space beyond the last character so that the end-of-paragraph RETURN is also

deleted. As you move the cursor, the text becomes highlighted; as the characters on the screen are being highlighted, deletion is not yet occurring. Deletion does not actually occur until you give the computer additional instructions.

When all text to be deleted is highlighted, press **RETURN**. The computer now asks you to make sure that you do in fact want to erase all the highlighted text. This question gives you a chance to change your mind. If you press **N** (No), the screen automatically returns to the EDIT menu. If you press **Y** (Yes), the highlighted text is instantly deleted, and the text to the right of the cursor moves up to the place where the deletion began. (**ESC** at any time returns you to the EDIT menu without completing the ERASE operation.)

If you have deleted more than you wanted to, you can still retrieve your text. Highlight UNERASE in the EDIT menu and press **RETURN**. What you have deleted returns on the screen in highlighted contrast. A prompt asks whether you want to restore this highlighted text. If you press **Y** (Yes), the text immediately reappears. If you press **N** (No), the text is again deleted, and you return to the EDIT menu.

ERASE can delete up to 15 lines at a time. If you want to delete more than 15 lines, perform your deletion in segments (i.e., if you want to delete 41 lines, delete 15 lines twice and then the remaining 11.) If you try to delete more than 15 lines at a time, a prompt will warn you that only 15 lines of text are allowed.

Note also that if you erase two or more separate segments of text, you can UNERASE only the most recent segment. You cannot UNERASE all the prior segments.

If, after erasing a segment, you return to WRITE MODE and enter any new text or make any alterations, you cannot UNERASE your most recently erased text.

f) MOVE AND MOVEBACK

These two functions work together just as ERASE and UNERASE work together. MOVE lets you take a portion of your text and relocate it in the document. To move a portion of your text, highlight MOVE on the EDIT menu and press **RETURN**. Use the cursor control keys (Section IVa) to position the cursor on the first character of the block of text that you want to move and press **RETURN**. Now use the cursor control keys to position the cursor one space beyond the last character of the text you want to be moved. As you move the cursor forward, the

text becomes highlighted. When all the text you want to move is highlighted, press **RETURN**. Now use cursor control keys to position the cursor where you want your text to be moved and press **RETURN**. The computer will then give you a chance to change your mind. If you press **Y** (Yes), the computer inserts the highlighted text in the new location, and returns you to the EDIT menu. If you press **N** (No), the highlighted text remains in its original position.

Suppose you have moved a block of text and, realizing that you have made an error, you want to undo what you have just done. Highlight MOVEBACK and press **RETURN**. Prompts ask whether you want to keep the highlighted text in its present location or return it to its original location. Press **Y** or **N**. If you press **N**, the computer returns you to the EDIT menu, leaving the text where it was. Pressing **Y** will move the text back to the place from which it was moved. Moveback may be used repeatedly to move the text back and forth.

As with ERASE, MOVE allows you to move up to but no more than 15 lines. To move more than 15 lines, do so in separate segments. But remember that you can MOVEBACK only the most recent segment moved.

Just as with UNERASE, if you return to WRITE MODE and enter any new text or make any alterations, you cannot MOVEBACK the most recently moved text. When you move text, remember to consider moving the space(s) before or after the text. A space is actually a character.

g) FIND AND REPLACE

FIND helps you locate a specific place in your text. You can locate a word or group of consecutive words (up to 29 characters) by highlighting FIND on the EDIT menu and pressing **RETURN**. Type in what you want to find and press **RETURN**. The first appearance of what you have asked to find is highlighted. Press **Y** to locate the next occurrence. Press **N** to return to the EDIT menu; the cursor remains at the start of the found text.

Suppose you wanted to locate all occurrences of the word *the* in your text. If you type in *the*, not only will every occurrence of the word *the* be highlighted, but every occurrence of those three letters will also be highlighted. Thus, the *the* will be highlighted in words like *there, then,* and *whether.*

To avoid this, use the **SPACEBAR** and type a space before and after the word or words you want to find. Keep in mind, too, that if you ask

to find *the*, the computer will not find *The*. Small letters and capital letters are regarded as different characters.

The REPLACE function is very similar to the FIND function, but it allows you, in addition to finding a particular word or set of characters, to replace the word or characters with a different word or a different set of characters. Suppose, for instance, that you discover that you have consistently misspelled a word and want to correct that misspelling. Ask the BANK STREET WRITER to find all occurrences of the misspelled word and to REPLACE them with the correction.

After you highlight REPLACE and press **RETURN**, a prompt asks you to type in what you want to have replaced. When you press **RETURN**, the prompt now asks what you want to replace it with. Type in the new material and press **RETURN**. The first occurrence of the original word becomes highlighted. If you press **Y**, the new entry replaces the old entry. If you press **N**, no change is made, and the next occurrence of the original becomes highlighted.

Be very careful in telling the computer what you want it to replace. For instance, if you want to replace *my* with *your*, remember to type in spaces before and after each word as you type in the word. Keep in mind also that capital letters and small letters are regarded as different characters.

After the BANK STREET WRITER locates all occurrences of the word that you want to find, the screen tells you that there are no other occurrences of that word. Press **RETURN** to go back to the EDIT menu.

The REPLACE function can be used to delete a word or a set of characters throughout the text. Type in the word you want to delete. When asked what you want to use as a replacement, press **RETURN** alone.

The REPLACE function can be very useful. For instance, if you are writing a series of letters, you can use the same basic document for all your letters and merely change the name of the addressee.

You can always quit the FIND or REPLACE functions by pressing the **ESC** key.

h) TRANSFER MENU

The TRANSFER MENU transfers you out of EDIT MODE and into TRANSFER MODE, where a number of maintenance and print operations are available. These are explained in detail in the sections that follow.

V. TRANSFER OPERATIONS

The TRANSFER MODE is used for transfer operations such as saving to disk, renaming, deleting or printing a document, and preparing new disks for use.

Throughout all the Transfer operations, you may stop in the middle of the operation at any time and return to the TRANSFER MENU, by pressing the **ESC** key. If the operation has not yet been carried out at that point, this will stop it from being performed.

The TRANSFER MENU offers a series of options:

a) INIT AND SAVE

As mentioned in Section III, whenever you are working on a document, you should save your text periodically. You will certainly want to save your document when you have finished preparing it. Saving a document is the process of transferring it from the screen to a floppy disk of your own. It is not possible to save a document directly on the BANK STREET WRITER disk.

Whenever you purchase a new blank floppy disk, you must first INITIALIZE it. The process of initializing makes that disk compatible with your own computer. Since your disk must be initialized before you can use it, always have an initialized disk on hand before using the WRITER. To initialize a new disk, highlight INIT on the TRANSFER MENU, press **RETURN**, and follow the instructions at the top of the screen. (Another way is to follow the initialization procedures given in your computer user's manual.) The BANK STREET WRITER uses standard Apple format disks to store files.

ONCE A DISK IS INITIALIZED, IT SHOULD NEVER BE INITIALIZED AGAIN UNLESS YOU WANT TO ERASE THE ENTIRE CONTENTS OF THAT DISK.

When you want to SAVE a document or part of a document, enter the TRANSFER MENU, highlight SAVE, and press **RETURN**. Be sure that the BANK STREET WRITER disk has been replaced by your own initialized floppy disk. Then follow the instructions at the top of the screen. You are first asked if you want to save your whole document; answer **Y** or **N**. If you answer **N**, a series of prompts tell you how to save just a portion of the document. You will be asked to give the document a name of up to 8 characters; the selection of that name is completely up to you. Do not use a name that you have already used; other-

wise, you will lose the original document. If you are not sure whether you have used a particular name, request a CATALOG, which displays the names of all the documents on your disk.

You may protect your document with a PASSWORD if you wish. If you do decide to enter a password, be sure to keep a record of what that password is. Passwords are not usually necessary unless your document contains personal or important information and other people have access to your disk. You can remove a password by renaming a document to the same name with no password.

If you do protect your document with a password, an asterisk will appear before the name of that document when it appears in the catalog.

Once you have saved your document on the disk, you can feel free to turn off the computer without worrying about losing what you have written. However, once you have turned the computer off, you will need to load the document from the floppy disk back into the machine. This is the process called RETRIEVE.

IF YOU TURN OFF THE COMPUTER WITHOUT SAVING YOUR DOCUMENT, YOU WILL LOSE THAT DOCUMENT.

If you run out of storage capacity on your disk, the computer alerts you with the message: CANNOT SAVE-DISK IS FULL. If this happens, replace your working disk with a new blank disk. (For this reason, you should always have one spare floppy disk already initialized.)

A floppy disk will store the equivalent of approximately 70 pages of single spaced text.

You should also store a copy of your document on a back-up disk. A back-up disk is an additional floppy disk that contains a second ("back-up") copy of your document. Thus, if you should accidentally harm your first disk, you will always have an additional copy of your document.

NOTE: To users with disk drives in other than slot 6. The WRITER will save and retrieve data files to the slot and drive which is set by the UTILITY PROGRAM (normally slot 6 and drive 1 or 2, see Section VII). If you have a data disk in another slot but have not changed the setting in the UTILITY PROGRAM, and you are using the WRITER and have written but not saved text, there is a way to temporarily change the slot and/or drive setting for the data disk without going to the UTILITY PROGRAM. When the WRITER asks for a FILE NAME in either the RETRIEVE or SAVE functions, enter **,S#** (where # is from 1 to 7 for a slot #), or **,D#** (where # is 1 or 2 for a drive #) instead of a file name,

and then press **RETURN**. If you have entered a valid slot or drive #, the WRITER will ask again for the file name. This method changes the slot and/or drive setting only until the computer is turned off; to change it so that the WRITER will automatically use new settings, use the UTILITY PROGRAM. If you try to save to a drive and slot # which contains no disk drive, the computer may "stop" and no keys will work. Press **RESET** to regain control of the system. **RESET** may be used at any time and will not damage the program or your text.

b) RETRIEVE

When you want to work on a document that you have saved, you must first load the BANK STREET WRITER into the computer (Section I). Enter TRANSFER MENU, press **RETURN**, highlight RETRIEVE, and then press **RETURN**. Then replace the BANK STREET WRITER disk with your own storage disk. If you are not sure of the exact name of your document, request a CATALOG. The catalog lists the names of all the documents that have been saved on your disk. Type in the name of the document on which you wish to work and type in the password (if you have protected your document with a password). Press **RETURN** and your document will be loaded.

Once your document is loaded, you can add to that document, delete from it, move words or phrases or edit it in any way that you want. But remember, WHENEVER YOU MAKE ANY CHANGES IN YOUR DOCUMENT, YOU SHOULD SAVE THAT REVISED DOCUMENT. You can use the same name for the document that you used before. If you do so, the computer replaces the old version with the new version. If you use a different file name, the computer saves the new version and also keeps the old version(s). Remember that whenever you want to save, you should first replace the BANK STREET WRITER disk with your own already initialized disk.

If you request a specific document and get the message "FILE NOT FOUND", one of the following has most likely occurred:

i) You forgot to save the document. Request a catalog to see if the document was in fact saved on your disk. If the document was not saved, there is nothing you can do.

ii) You made an error when you typed in the file name. Request a catalog to confirm the spelling of the name, and then type in the name of the document as it appears in the catalog.

iii) You typed in the wrong password (or did not type in a password) for a protected document. If this happens, repeat the cycle, typing in very carefully the name of the document and the password.

There may be times when you want to combine a document that you have already saved with a document you are working on. Retrieving a document with text already on the screen will insert the document at the cursor. If there is not enough room in your present file to fit in the requested document, the following prompt will occur: FILE TOO LARGE TO RETRIEVE. If this happens, you cannot combine documents unless you erase some of your text.

RETRIEVE can be combined with the "partial save" (i.e., saving only part of a document) option described in Section Va. For instance, if you want to repeat a portion of your document, you can save that portion and then retrieve it in other places in your text.

c) RENAME

If you want to change the name of a saved document, highlight the RENAME feature on the TRANSFER MENU. Then follow the instructions at the top of the screen. Renaming can be useful when, for example, you write a letter and call it TAXES. A few days later, you write a follow-up letter. Since it is closely connected with the first letter, you want to show that connection in your catalog. Therefore, you call the second letter TAXES-2 and you change the name of the first document from TAXES to TAXES-1.

d) CLEAR AND DELETE

At times you may finish a document and save it on your own disk and want to begin a new document. You need to remove the text from the old document that still remains on your screen. Of course, you can shut off the computer and reload, but a faster way is to highlight the CLEAR operation on the TRANSFER MENU and press **RETURN**. Follow the instructions that appear at the top of the screen, and your screen will completely clear and be ready for a new document. If you complete the CLEAR operation without having first saved your text, you lose that text.

DELETE, on the other hand, is used to remove a document from storage on your disk. Highlight the word DELETE on the TRANSFER

MENU, follow the instructions at the top of the screen, and your document will be deleted from storage.

Note that DELETE (on the TRANSFER MENU) and ERASE (on the EDIT menu) perform very different operations. ERASE allows you to erase a portion of your text from the document on the screen. DELETE removes the entire document from the storage disk.

e) QUIT

If you highlight the QUIT operation on the TRANSFER MENU and press **RETURN**, you leave the text processing operation and enter regular programming operation. A "]" in the upper left hand corner tells you that the computer is now ready for normal computer use. If you want to restart the WRITER, turn off your computer, place the WRITER disk in the disk drive, and turn the computer on again.

IF YOU QUIT WITHOUT SAVING YOUR TEXT, YOU WILL LOSE THAT TEXT.

VI. PRINTING A DOCUMENT

Two different printing commands appear on the TRANSFER MENU: PRINT DRAFT and PRINT FINAL.

a) PRINT FINAL

PRINT FINAL allows you to control how the text is printed. Prompts ask you a series of questions. To accept the displayed value, merely press **RETURN**. These displayed or "default" values are set up for the normal print format. (To alter them see Section VII.) To change a value, type in the new value. If you change your mind about an earlier value, press **ESC**, highlight PRINT FINAL, press **RETURN** and start again. Here are the questions that appear:

i) HOW MANY CHARACTERS PER LINE? (The default value is 65) The range is between 40 and 126 characters per line. A blank space counts as a character. The maximum number of characters that can fit onto one line varies with the size of paper you use and the type of printer you have.

ii) SPACING BETWEEN LINES? (The default value is **1**) **1** prints single space, **2** double space, and **3** triple space.

iii) IS THIS A CONTINUATION OF THE PREVIOUS FILE? (The default value is **N**) Press **Y** if you want to connect the document you are now printing with the one you have just printed. Otherwise, accept **N**. If selected, this option resumes printing at the end of the previous document and continues at the page and line number where the previous document ended. Any previously used header will also appear.

iv) PAGES TO BE NUMBERED? (The default value is **Y**) Accept **Y** to have the printer automatically assign a page number to each page. Prompts then ask: START AT PAGE # ? If you want numbering to begin with the first page, accept **1**. If you have a cover page and want the first numbered page to be the second actual page, type in **2**. Prompts then ask whether you want these NUMBERS to appear at the TOP or at the BOTTOM of the page (The default value is **B**). Type **T** or **B** accordingly. See explanation of top and bottom margins and location of page numbers in Section VII.

v) PAUSE BETWEEN PAGES? (The default value is **N**) Press

Y if you have to add paper one sheet at a time to your printer. Otherwise accept **N**.

vi) EJECT LAST PAGE? (The default value is **Y**) Press **N** if you wish to add another document to the one you have just printed. Otherwise, accept **Y**. Ejecting the page sets the printer at a new page; not ejecting the page leaves the printer at the end of the last printed text. Ejecting the last page of your document causes your printer to set the paper to the top of the next page. Be careful of the "no eject" option and use it only where you intend to continue printing on the same page. Not ejecting the last page and then moving the paper in the printer yourself can "confuse" the WRITER about where the last printing left off. The WRITER assumes that when it prints for the first time, the paper is set in the printer at the top of the page. See your printer manual to find out how to set your printer at the "top of form".

vii) TYPE IN PAGE HEADING A heading is a word or group of words that will appear at the top of each printed page. A heading is useful to identify the pages of a particular document, especially if that document runs to several pages. The maximum length of a heading is 38 characters. If you have page headings (or page numbers at the top of your document) the first page of your document will contain neither a heading nor a page number, but the heading and numbers will appear on all subsequent pages.

viii) PRINT ENTIRE FILE? (The default value is **Y**) Press **N** if you want to print only a portion of your document. Accept **Y** if you want to print the entire document. A partial print can be useful, for instance, if you have made alterations on just one section and want to print a copy of only that section. It would be a waste of time and paper to reprint the whole document. If you press **N**, prompts ask you to identify the specific part of the document that you want printed.

ix) The prompt then asks "DO YOU WANT TO SEE WHERE EACH PAGE OF TEXT WILL END?" (The default value is **N**). If you press **Y**, you are shown where the text ends at the bottom of the first page, and you can then adjust that page break, moving it upward with the **I** key and downward

with the **M** key (↑ and ↓ keys on the Apple IIe). Press **RETURN** to take you to the second page, and so on, until you have reviewed all the pages in your document. Moving the place where a page of text ends affects only the printed copy being made at the time. It does not change the document in any way.

x) When you are actually printing your document and want to stop, press **ESC.** This returns you to the TRANSFER MENU. After you have printed a document in PRINT FINAL, you will be asked "DO YOU WANT TO PRINT ANOTHER COPY?" Answer **Y** for another printout or accept **N** to return to the TRANSFER MENU.

b) PRINT DRAFT

PRINT DRAFT, on the other hand, prints your document exactly as it appears on the screen (i.e., at 38 characters per line). This operation is useful for proofreading, for it allows you to locate corrections made in the printed document on the screen. If you request a draft copy, you are asked some of the same questions that appear in the PRINT FINAL operation. See the paragraphs above for more explanation.

You can make additional adjustments to the format of your document and adjust the values that are displayed in the questions asked during the PRINT process by accessing the UTILITY PROGRAM.

NOTE: If you try to print a document and there is no printer attached to your computer, the system may stop and no keys will work. Simply press **RESET** to clear the problem.

VII. UTILITY PROGRAM

The UTILITY PROGRAM is used to change certain values such as those which the WRITER needs to communicate with printers and disk drives, to list the name of each WRITER file on your data disk along with its password if one was used, and to convert standard Apple text files to WRITER files and vice versa.

To use the UTILITY PROGRAM, press the **ESC** key while the WRITER disk is loading the program.

The WRITER will probably work fine the way it is set up when you get it. To change the standard values with which the WRITER has been set up, select **1** on the UTILITY PROGRAM menu and a list of those items you may assign values to will appear on the screen. Press the **SPACE BAR** to see the rest of the list. You may change a single item by pressing the letter next to that item, or review all the items by pressing **RETURN.** For each item you select, a screen appears giving you the necessary information to enter a new value or keep the current value.

While most of the items set by the UTILITY PROGRAM are self-explanatory, the following notes may be useful in using the program. If you are in doubt about an item, a "standard value" is provided for each; try this value and then adjust it later if necessary.

a) PRINTER SLOT

Make certain that this is set to the slot into which your printer is connected.

b) DATA DISK SLOT AND DRIVE

Make certain that you actually have a disk drive connected to the slot and drive you select. For a one drive system, you can use the same drive for the program and the data disk, as the program disk may be removed once the program has been loaded into the computer. For a two-drive system, you can assign the second drive to the data disk. (This value determines in which drive and slot the WRITER looks for a data disk each time it is run. The slot and drive can be changed temporarily from within the editor itself—See note at end of Section Va.)

Certain printer parameters can be changed from within the editor each time you print. However, the following parameters can only be changed from the UTILITY PROGRAM:

Print-Draft left margin
Print-Draft line spacing
Print-Final left margin
# of lines total per page
# of lines for top margin
# of lines for bottom margin

c) TOP AND BOTTOM MARGINS, HEADERS AND PAGE NUMBERS

The top and bottom margins are the number of lines above and below your text area (to the top and bottom of the page). If you use a header for your printed copy (selected at the time of printing), the header will appear in the top margin with three blank lines between it and the top of your text. If you use page numbers at the top of the page, they will appear on this same line (whether or not you are using a header) on the right. If you use page numbers at the bottom of the page, they will be centered from left to right, in the bottom margin, with three blank lines between the text and the page number. NOTE: Headers and top-of-page page numbers, if used, will never appear on page 1 of your document (this is for letters or other formal documents). If you want a header on page one, use a title, either flush left or centered, on the first line of your document. If you want to start page numbering on the first page, use bottom-of-page numbering.

d) LINE FEED ON CARRIAGE RETURN

This should be set in accord with the settings on your printer. If your printer inserts a line feed automatically at each carriage return, set this item to **N** (No); if your printer does not, set it to **Y** (Yes). If you set it incorrectly, you will quickly know it by the resulting double-spacing or overwriting of your output. Many printer interface cards also insert a line feed, and so both this item and the corresponding switch on the printer can be left to off. If one or the other needs to be on, set the printer (rather than the UTILITY PROGRAM) to insert the line feed; use this set up item if your printer does not have a "line feed on carriage return" switch.

e) FORM FEED CHARACTER

Normally the editor has to count lines to know when it gets to the top of a new page. If your printer will accept a form feed character, set this item to **Y** (Yes), and insert the ASCII value of the character

(usually a 12 for Control L) in the next item. This will make your printing faster, as the program will not have to go line by line in jumping to the next page.

f) KEYBOARD ENHANCEMENT

Because the Apple keyboard's **SHIFT** key does not really work, the WRITER uses a ^ (**SHIFT N**) to turn on and off upper or lower case. If you have installed either a one-wire shift key modification (to the game port) or a keyboard enhancer card (under the keyboard), then answer these two questions appropriately and the WRITER will accept the proper signals from these accessories.

g) CURSOR TYPE AND KEYCLICK

The cursor can be changed from an underline to a flashing block, and a keyclick can be enabled.

h) SEND PRINTER CONTROL CHARACTERS

In some versions of the UTILITY PROGRAM there is an additional set up question which can be used to send a command to certain parallel interface cards (usually called "Apple Centronics" cards) that would otherwise not allow the WRITER to print lines wider than 40 columns. If you have such a card and your printer stops all lines at 40 columns no matter how wide you tell the WRITER to make them, set this item to **Y** (Yes). Be sure to set this item to **Y** only after you see that you have this 40 column problem, as the "control characters" that the WRITER will then send to the interface card—a **CTRL-I** followed by the line width and the letter N—may cause strange printing actions if sent to an interface card that does not expect such a command. Usually such an interface card also requires that a line feed be added to each carriage return; set the "line feed on carriage return" switch on your printer to on rather than using the similar item from the UTILITY PROGRAM.

LISTING FILES AND PASSWORDS

To see a listing of the files on your data disk, along with their passwords, select option 2 from the UTILITY PROGRAM menu and follow the directions.

FORMAT CONVERSIONS

The WRITER stores its files in a binary format. You may have occasion to want to send your files over a phone line or use them in

another program. This generally will mean that they will have to be converted to a standard Apple text file format. Also, you may have a standard text file that you would like to be able to edit using the WRITER. To convert files to or from WRITER format and standard Apple text file format, select option 3 from the UTILITY PROGRAM menu and follow the directions. If you are going from WRITER files to text files you must respond to a question asking whether or not you want to preserve upper and lowercase (some programs may not recognize lower case letters in a text file). When going from text files to WRITER files the conversion process will remove any characters which the WRITER does not recognize. The length of WRITER files created this way will be limited to what can be edited by a WRITER running on a 48K Apple. If the text file being converted is longer than this, several WRITER files (with numbers added at the end) will automatically be created. The program will tell you when to remove and insert the appropriate disks. Be patient, certain parts of this conversion process take a long time.

QUIT

To quit the utility program, select option 4. If your BANK STREET WRITER disk is in the proper drive, the WRITER will be reloaded.

VIII. APPLE IIe INSTRUCTIONS

The BANK STREET WRITER automatically makes use of the IIe's enhanced keyboard and memory when used on an Apple IIe computer. It's as if the BANK STREET WRITER "knows" which Apple computer you're using and automatically brings up the correct version of the WRITER and WRITER tutorial.

Differences between the two versions are minor and have to do with the added keys on the Apple IIe keyboard. The reminders, or "prompts", at the top of the BANK STREET WRITER screen will reflect these keyboard differences appropriately:

a) CURSOR MOVEMENT

To move the cursor during editing functions, use the four arrow keys instead of the **I, J, K, M** keys. The **I, J, K,** and **M** letters will not appear as part of the cursor movement emblem when used on the Apple IIe (See section IVa).

b) MENU SELECTIONS

To select a function from a list of choices at the top of the screen, press the open and solid apple keys instead of the left and right arrow keys.

c) UPPER CASE LETTERS

Letters are capitalized as with a standard typewriter. Be careful of the **CAPS-LOCK** key. If it is in the down position, your text will be in upper case only.

d) REPEAT KEYS

All letter, character, and cursor keys repeat automatically when held down. There is no separate REPT (Repeat) key on the Apple IIe.

e) TAB KEY

The **TAB** key on the IIe performs the same function as a Control-I; it indents eight spaces at a time, up to four times, and holds the indenting until a **RETURN** is pressed.

In all other respects, the two versions of BANK STREET WRITER work the same, and the information in this manual applies equally to the Apple II/II+ and Apple IIe computers.

INDEX/GLOSSARY

Page numbers in parentheses refer to specific sections of the manual where the subject is discussed in more detail.

*** (ASTERISK)** (p.20) An asterisk before a name in a catalog indicates that the document is protected by a password.

BACK-UP DISK (p.20) A disk on which you keep a second copy of your document in case you damage your first copy.

CATALOG (p.20) A listing of all the documents on your disk.

CHARACTER: Every individual entry on your screen is a character; a character can be a letter, a punctuation mark, a number or a blank space.

CLEAR (p.22) A TRANSFER function. The process of removing all the text on your screen so that you can begin a new document, i.e., you clear the screen.

CONTROL C (p.11) In WRITE MODE, centers a set of characters on a line.

CONTROL I (p.10) In WRITE MODE, indents 8 spaces.

CONTROL S (p.12) In WRITE MODE, tells how much space is left in a document.

CURSOR (p. 9) The blinking white line that shows you in WRITE MODE where the next character is about to be entered.

CURSOR CONTROL KEYS (p.13)

I = Cursor moves up one line (↑ on the Apple IIe).

J = Cursor moves one space to the left (← on the Apple IIe).

K = Cursor moves one space to the right (→ on the Apple IIe).

M = Cursor moves down one line (↓ on the Apple IIe).

B = Cursor moves to beginning of document.

E = Cursor moves to end of document.

U = Cursor moves up 12 lines.

D = Cursor moves down 12 lines.

These cursor control keys will not operate in WRITE MODE, only in EDIT MODE.

DELETE (p.22) A TRANSFER operation; removes a document from your disk.

DISK (p.19) You should have two disks: The BANK STREET WRITER disk, which you use to load the text processing program into your computer; your own disk, which you use to save your documents.

DRAFT (p.26) An initial version of what you have written. After you have written a draft, you may want to read it over, edit, and rewrite parts before you finalize it.

EDIT Making corrections and improvements to your document.

EDIT MODE (p.13) The mode to make corrections or alterations in your document. You can always get into EDIT MODE by pressing ESC at least once.

ERASE (p.15) An EDIT function; the process of deleting a word, phrase, or series of lines from your document.

ESC: Refers to the ESCape key on your keyboard. ESC moves you from one mode to another or stops an operation without completing it.

FILE/FILE NAME/TEXT FILE: These three phrases are all different ways to refer to the name of a specific document.

FIND (p.17) An EDIT function. The process of locating a specific word or phrase in your document.

FLOPPY DISK: Same as DISK.

HEADING (p.25) A word or group of words that appears at the top of each page of a document.

HIGHLIGHT: A reverse contrast in which dark letters appear on a light background.

INITIALIZE (p.19) A TRANSFER function. The process of making your floppy disk compatible with your computer. If you INITIALIZE a disk, you erase all the contents of that disk.

LOAD (p. 6) The process of transferring a document or a program from a disk into the computer.

LOWERCASE (p. 9) Small letters as opposed to capitals.

MENU: A screen display of a series of options, such as the menu of EDIT operations or TRANSFER operations.

MODE (p. 7) A structural subdivision which includes a group of functions in your BANK STREET WRITER. There are three modes to the BANK STREET WRITER: WRITE, EDIT, and TRANSFER. Each is described separately in the manual.

MOVE (p.16) An EDIT operation. The process of moving a word, phrase, or series of lines from one location in your document to another.

MOVEBACK (p.16) An EDIT operation. The process of returning to its original location a portion of text that you have moved.

PAGE BREAK (p.25) Where the last line of a printed page occurs.

PRINT DRAFT (p.26) An option to print a draft of a document so that the printed version will appear on paper just as it does on your screen, i.e., with no more than 38 characters per line.

PRINT FINAL (p.24) An option to print a document in which you determine how it will look on the printed page, i.e., in which you decide the number of characters per line, the margins, the spacing between lines, and so on.

PROMPT: A message or question to you from the computer. Prompts appear on the screen and give you instructions on how to proceed.

QUIT (p.23) A TRANSFER operation. Discontinues the text processing operation of your computer and allows you to use your computer for other purposes.

RENAME (p.22) A TRANSFER operation changing the name of a document on a disk.

REPLACE (p.18) An EDIT operation. The process of substituting one set of characters in your document for another.

RESET (p.10,21) The RESET key on your keyboard. (Sometimes activated by CONTROL and RESET — see your Apple manual.) Pressing this key may be used to "recover" if your computer stops because you tried to print on SAVE with no printer or disk drive connected.

RETRIEVE (p.21) A TRANSFER function. The process of loading a particular document from a disk into the computer.

RETURN: The RETURN key on your keyboard. RETURN in WRITE MODE moves the cursor down one line. In EDIT and TRANSFER MODES, it activates a highlighted function or allows you to respond to a prompt.

Bank Street WRITER™

This program is fully guaranteed. If it ever fails to boot return the original disk to Brøderbund Software for a free replacement. Please indicate Apple version. If the disk has been physically damaged, include $5 for replacement.

Brøderbund Software™

1938 Fourth Street, San Rafael, California 94901, Telephone (415) 456-6424

© 1982 by Brøderbund Software, Inc., Apple II is a registered trademark of Apple Computer, Inc.

Bank Street WRITER™

APPLE II VERSION
QUICK START

Bank Street Writer is so simple to use you probably won't need to read the manual to get started. Easy-to-understand reminders appear at the top of the screen at all times to tell you how to proceed. In addition, there is a Tutorial on the back side of the disk to teach you exactly how the Bank Street Writer works. For more information refer to the manual.

TO START THE TUTORIAL:

Put a Bank Street Writer disk, label side down, into your disk drive. Turn on your computer. Instructions will appear on the screen as soon as the tutorial program has loaded.

TO START THE BANK STREET WRITER:

Put a Bank Street Writer disk, label side up, into your disk drive. Then turn on your computer.

There are only a few commands that are not covered in the Tutorial or on the Bank Street Writer screens. These commands are designed to be very easy to remember:

CURSOR MOVEMENTS:

Besides the I-J-K-M (or four arrow) diamond that's shown at the upper right of the screen, the following keys may be used to jump around in the text while in EDIT (or CURSOR MOVEMENT) mode:

B = Jump to **Beginning**
E = Jump to **End**
U = Jump **Up** 12 spaces
D = Jump **Down** 12 spaces

Over

CONTROL KEYS:

In ENTER TEXT (WRITE OR CORRECT) mode:

CTRL-C = Center line on page.

CTRL-I = Indent 8 spaces. You may indent 8, 16, 24 or 32 spaces by pressing CTRL-I repeatedly. Use CTRL-I to indent an entire paragraph, NOT just to indent a single line. The indenting stays in effect until you press RETURN. (On the Apple IIe, the TAB key performs this same function.)

CTRL-S = Space remaining in memory. The number of words left will appear at the top of your screen.

"CTRL-C" (or -I or -S) means you must hold down the CTRL (Control) key before pressing the desired C, I, or S letter key.

UTILITY PROGRAM:

If you want to modify the program to use different disk drive numbers, lowercase adapters, different printer values, etc., hold down the ESC key while the Bank Street Writer is loading. This will start the Utility program and present you with a list of available options.

BRØDERBUND SOFTWARE, INC./ENTERTAINMENT SOFTWARE DIVISION
1938 Fourth St., San Rafael, California 94901, Telephone (415) 456-6424

©1982 Brøderbund Software, Inc. Apple II is a registered trademark of Apple Computer, Inc.

Bank Street WRITER

Broderbund Software

1938 Fourth St., San Rafael, CA 94901 • (415) 456-6424

Dear Brøderbund Customer:

The following information will assist us in providing you with a continued supply of high quality software products, and will allow us to put you on our mailing list.

Name _____ Street _____

City _____ State _____ Zip _____

What program did you purchase? _____

Version: For Apple II, Atari 400/800, IBM PC, VIC 20, Other (please underline)
On Disk, Cassette, Cartridge

Where purchased: ☐ Mail Order ☐ Computer Store ☐ from Brøderbund
☐ Department Store ☐ Stereo Store ☐ Book Store ☐ Other

Name of store _____

I heard about this program from: ☐ a magazine ☐ a friend ☐ Other
☐ a computer store ☐ my user group

Who purchased this program? ☐ self ☐ parent ☐ friend ☐ Other

Age of purchaser: ☐ under 13 ☐ 13-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ over 50

Age of primary user: ☐ under 13 ☐13-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ over 50

Sex of purchaser: ☐ male ☐ female
Sex of primary user: ☐ male ☐ female

The computer magazines I read most are: _____

_____

Comments on Brøderbund programs: _____

_____

PLACE
STAMP
HERE

Brøderbund Software

BRØDERBUND SOFTWARE INC.
ENTERTAINMENT SOFTWARE DIVISION
1938 Fourth Street
San Rafael, CA 94901